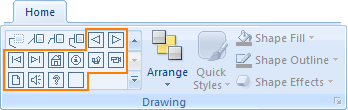
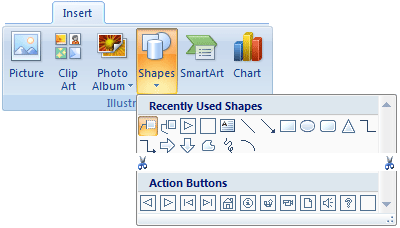
**Creating Action buttons in Powerpoint**

Home Tab - Near the right edge of the **Home** tab you will find the **Drawing** area. On the left side of the Drawing area you will find a large list of ready made shapes. Use the scroll arrow to move to the bottom of the list of objects where you will find the **Action Buttons** (outlines in orange in the image below).



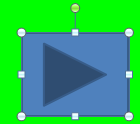
Insert Tab - In the **Illustrations** area of the **Insert** tab you will find a button named **Shapes**. Click on the button to see a large list of shapes (truncated in the image below). The bottom row of shapes is where you will find the **Action Buttons**.



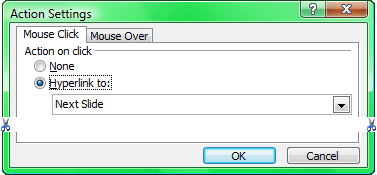
Insert Tab - A shape, image, or selected text can be associated with an action. After you have used one of the pre-drawn Action Buttons from one of the two areas above, experiment by associating an action with some other object on a slide. Note: Unless an object is selected, the **Action** tab, located in the **Links** area, will be grayed out.



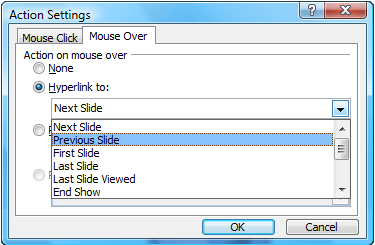
Step 4 - Select the button which has a triangle pointing to the right. After selecting an action button, your mouse cursor turns into a cross hair shape. Move the cursor about an inch or two from the bottom right corner of the slide. Click, keep the mouse button depressed, and then drag down and to the right to draw a button.



**Step 5** - As soon as you finish drawing the button (by letting go of the mouse button) an **Action Settings** pop-up window will be displayed.



**Step 6 –** Select the slide you want to link to



"What's that you say? Your buttons don't work?" Be patient, buttons only work while you are showing your slide show, not while editing.

**Step 7** – you can link to a URL (web address too)

